MCCI MyLynq™ for Outlook User Guide

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Introduction

MCCI MyLynq™ for Outlook is a tool to synchronize mobile phone contacts, notes, tasks, and calendar events with the information stored in Outlook 2007 or 2010 running on a Windows 7 computer. Data can be synchronized either to the device or to the computer.

The MCCI MyLynq for Outlook software uses the latest services provided natively by Microsoft's Windows 7 operating system. Windows 7 device services extend the capabilities of Media Transfer Protocol (MTP) from media file synchronization to non-media information such as contact info, calendar events, notes and tasks, also called Personal Information Management (PIM) data. The MTP standard is maintained by the USB-Implementers Forum.

1.1 System Requirements

- Operating System: Microsoft Windows 7
- Microsoft Office Outlook: 2007 and 2010, no official support for 2003
- Supported devices: All devices that support PIM MTP device services for Windows 7

1.2 Features

- Synchronization of following personal information to device from MS Outlook
    - Contacts
    - Calendar
    - Tasks
    - Notes
- Both 64 bit and 32 bit versions
- Currently available in English Language
- For corporate users, MCCI MyLynq can be localized, branded, or otherwise customized. Initiate a request at http://www.mcci.com/mcci-v5/my_lynq/getsupport.html

1.3 About MCCI

MCCI is a privately held company that develops world-class USB software products with a world-wide support presence. Our teams specialize in end-to-end solutions and support, from PC host driver and embedded host products to end-user software.

Installation

Double-click the setup file to initiate the installation.

You will be required to acknowledge a series of screens, as shown below:

Figure 1. Installer Screen 1

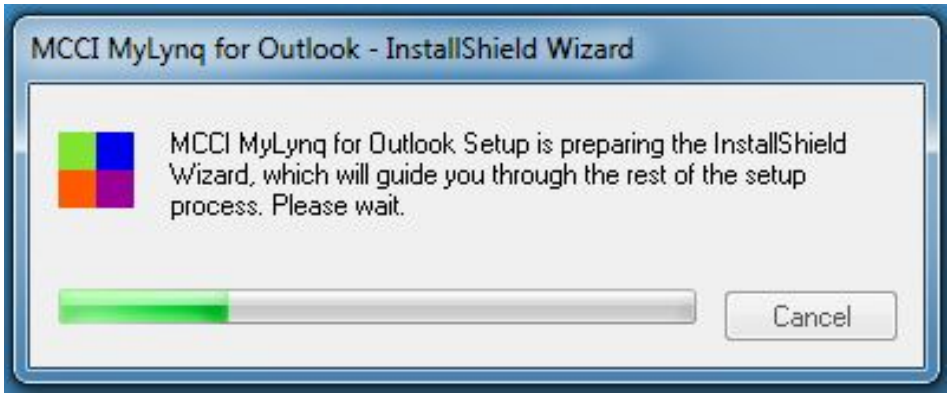

MCCI MyLynq for Outlook - InstallShield Wizard
MCCI MyLynq for Outlook Setup is preparing the InstallShield Wizard, which will guide you through the rest of the setup process. Please wait.
Cancel

Figure 2. Installer Screen 2

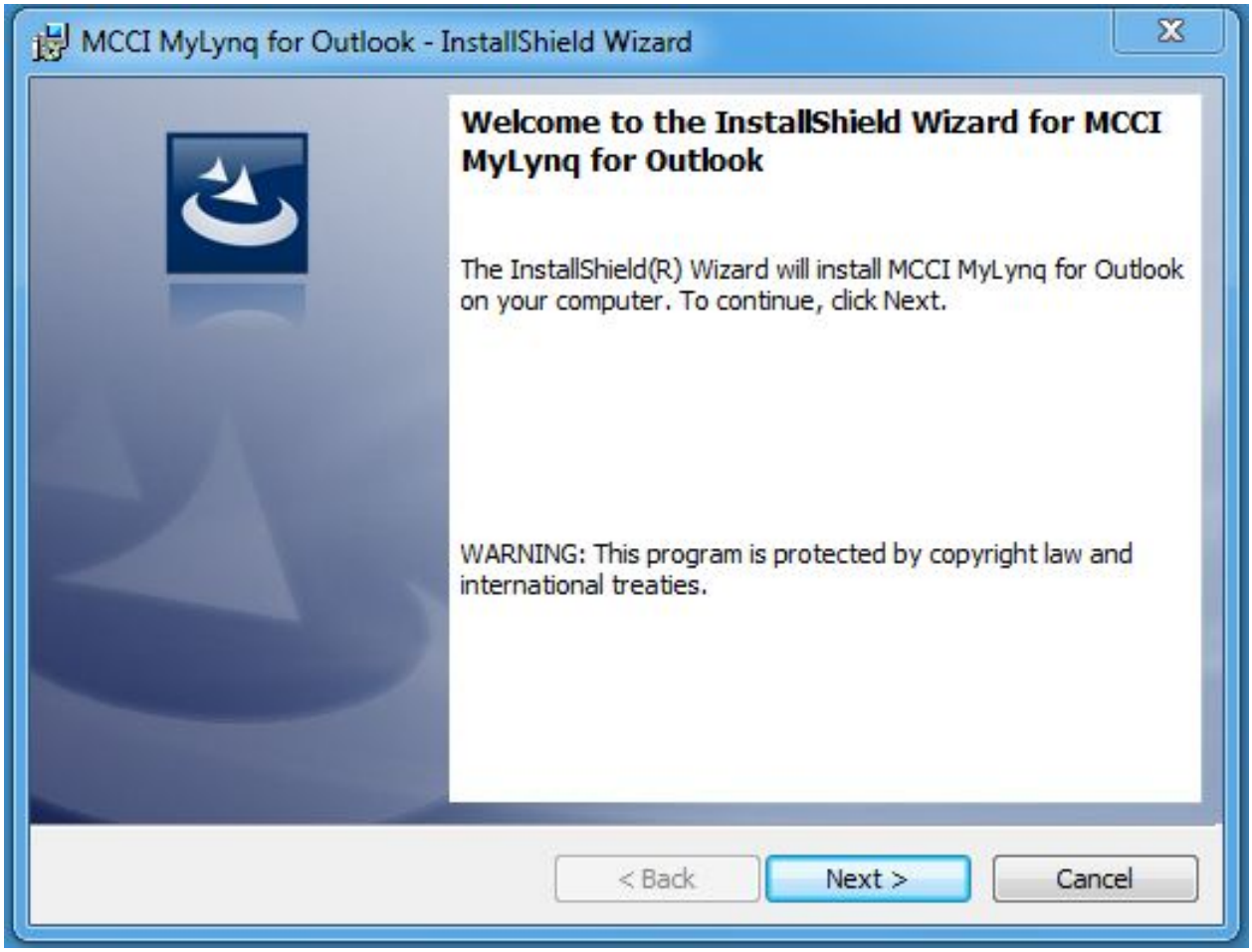

MCCI MyLynq for Outlook - InstallShield Wizard
Welcome to the InstallShield Wizard for MCCI MyLynq for Outlook
The InstallShield(R) Wizard will install MCCI MyLynq for Outlook on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

Figure 3. Installer Screen 3

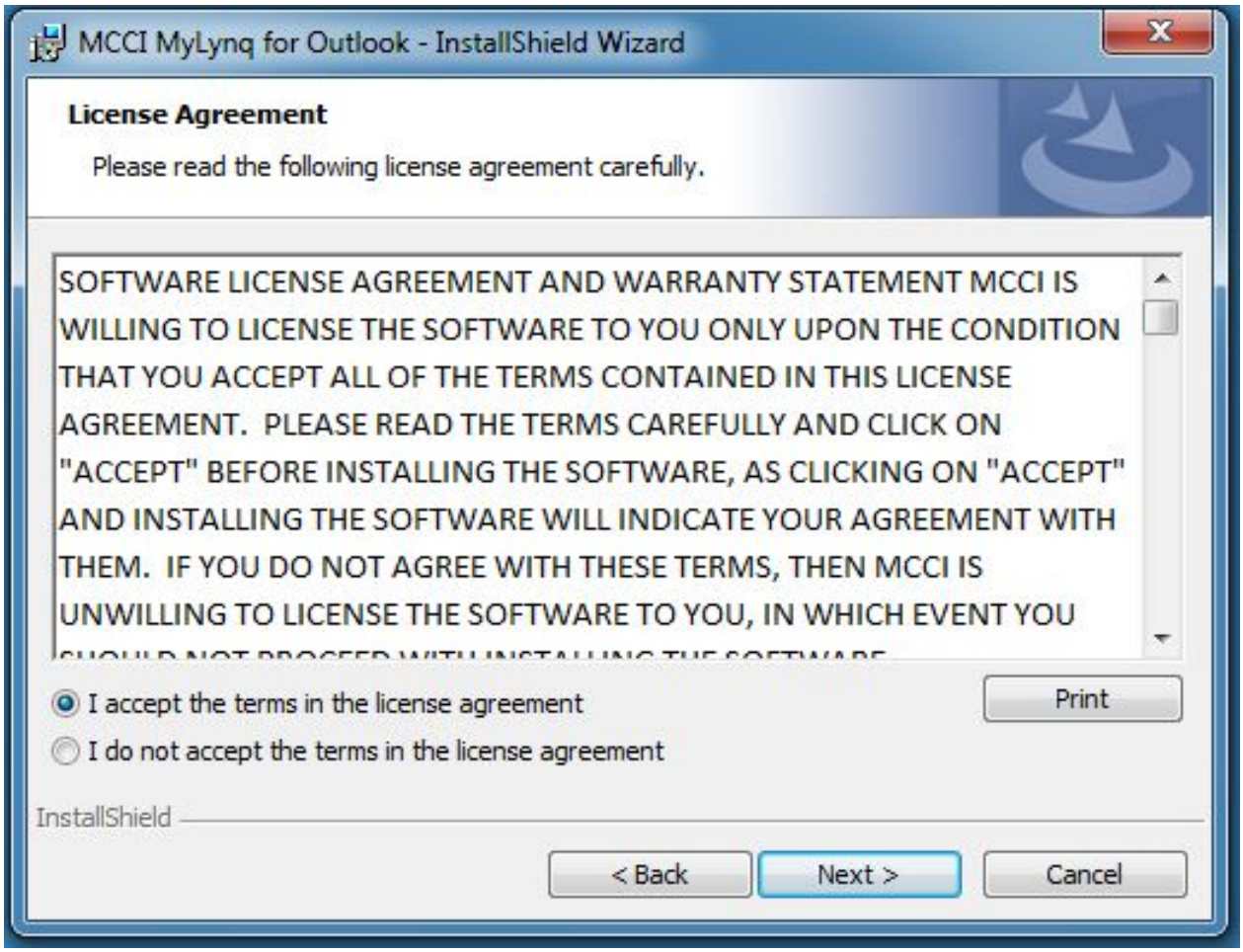

MCCI MyLynq for Outlook - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
SOFTWARE LICENSE AGREEMENT AND WARRANTY STATEMENT MCCI IS WILLING TO LICENSE THE SOFTWARE TO YOU ONLY UPON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS CONTAINED IN THIS LICENSE AGREEMENT. PLEASE READ THE TERMS CAREFULLY AND CLICK ON "ACCEPT" BEFORE INSTALLING THE SOFTWARE, AS CLICKING ON "ACCEPT" AND INSTALLING THE SOFTWARE WILL INDICATE YOUR AGREEMENT WITH THEM. IF YOU DO NOT AGREE WITH THESE TERMS, THEN MCCI IS UNWILLING TO LICENSE THE SOFTWARE TO YOU, IN WHICH EVENT YOU
I accept the terms in the license agreement
I do not accept the terms in the license agreement
Print
InstallShield
< Back
Next >
Cancel

Figure 4. Installer Screen 4

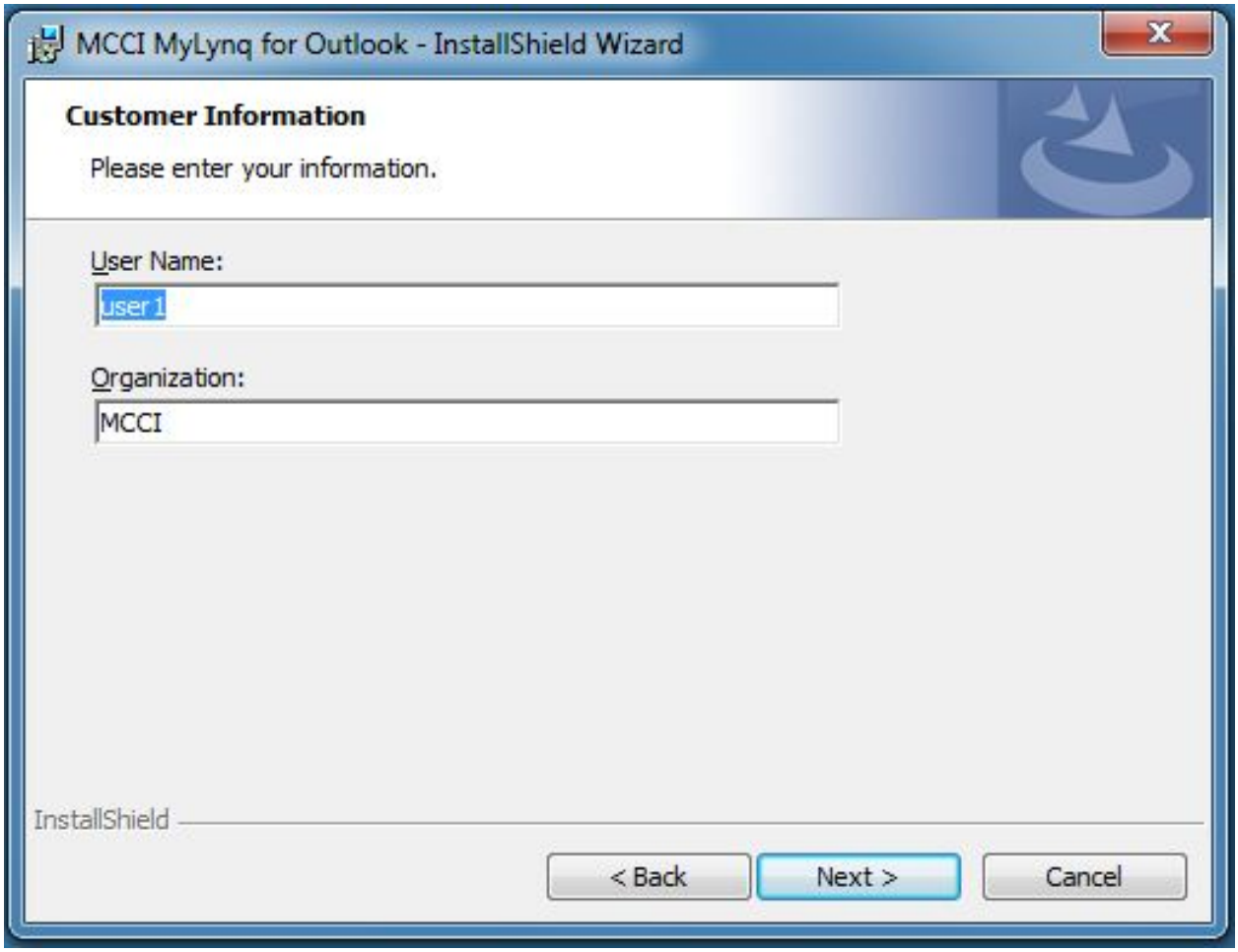


Figure 5. Installer Screen 5

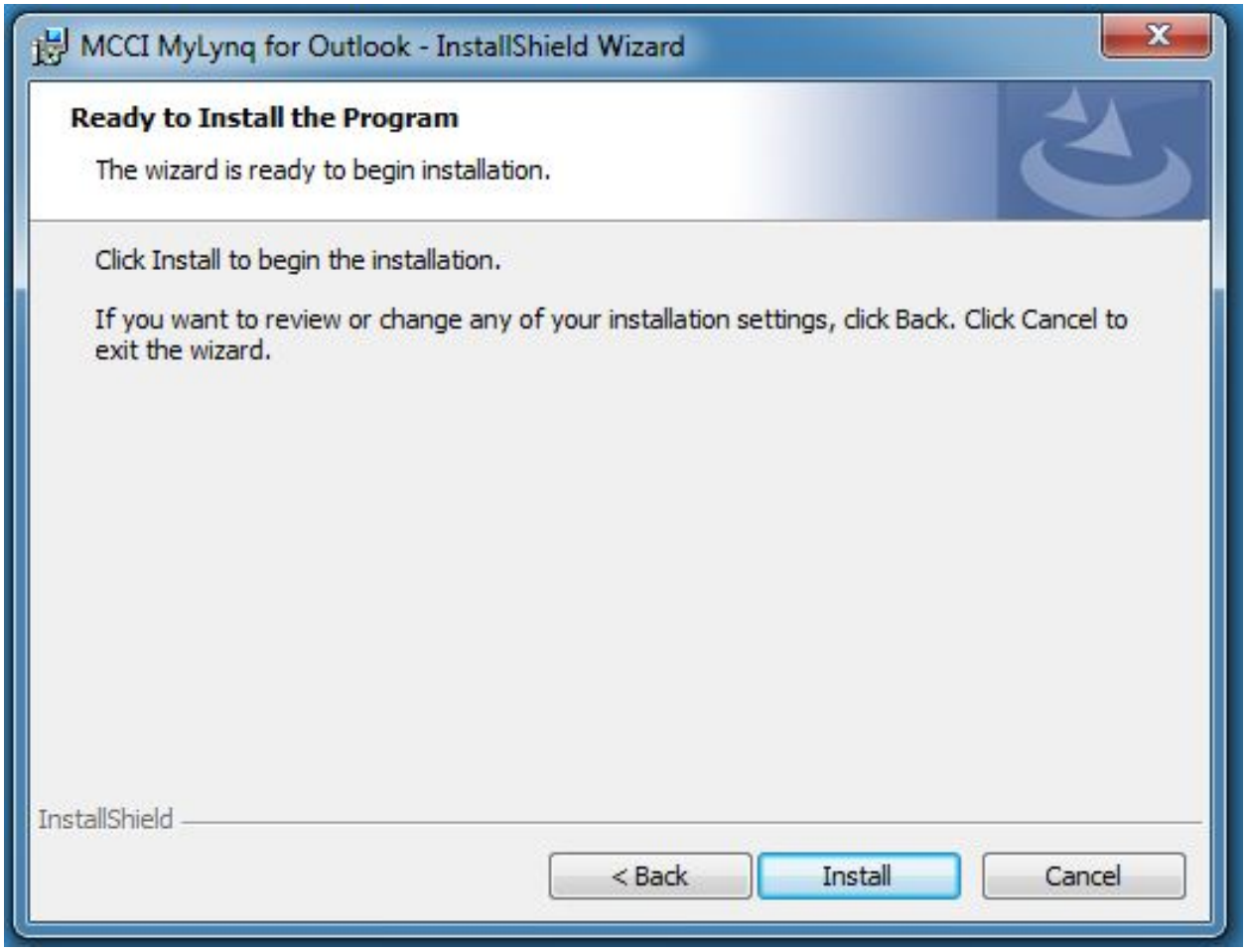
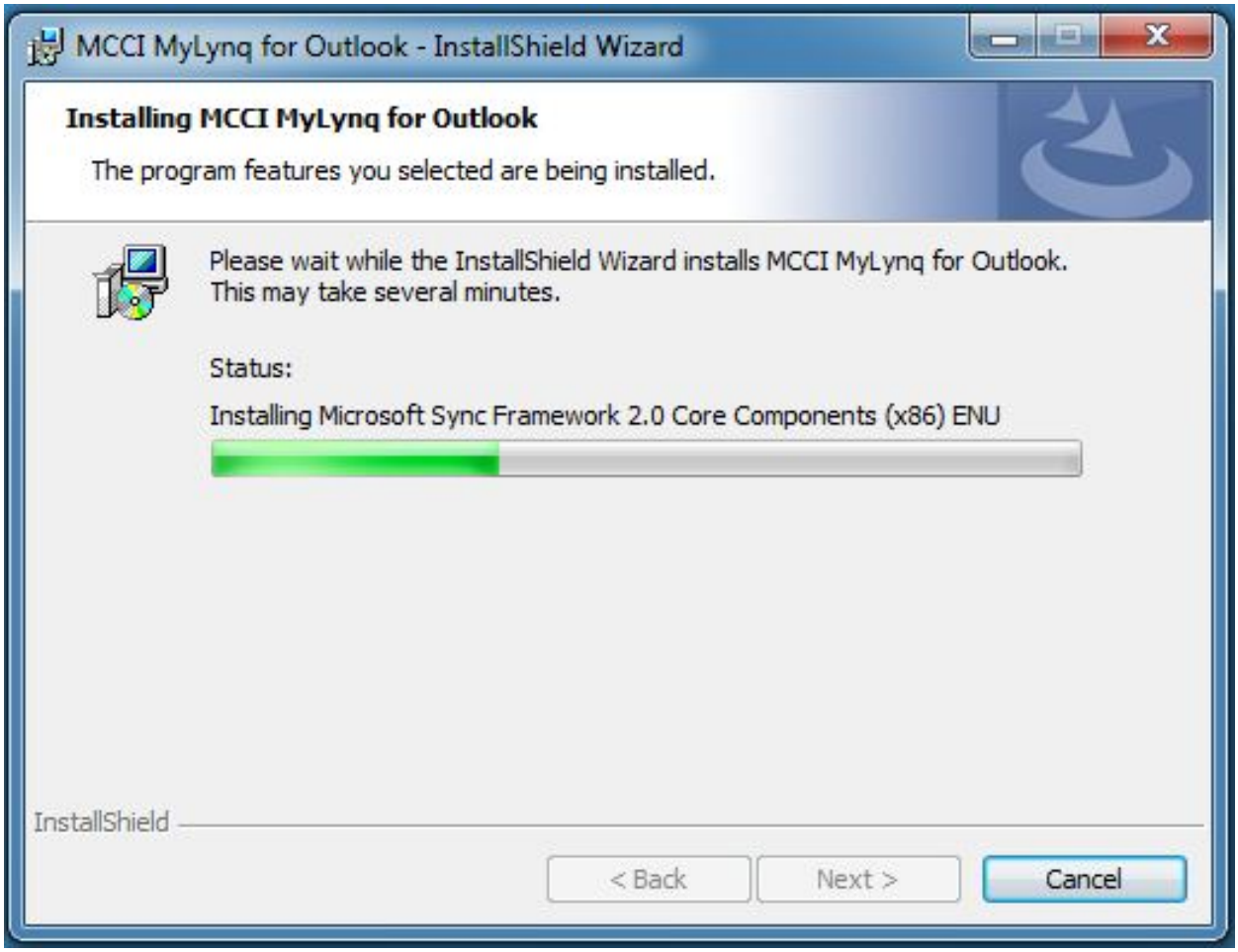

MCCI MyLynq for Outlook - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

Figure 6. Installer Screen 6


MCCI MyLynq for Outlook - InstallShield Wizard
Installing MCCI MyLynq for Outlook
The program features you selected are being installed.
Please wait while the InstallShield Wizard installs MCCI MyLynq for Outlook.
This may take several minutes.
Status:
Installing Microsoft Sync Framework 2.0 Core Components (x86) ENU
InstallShield
< Back
Next >
Cancel

MCCI MyLynq for Outlook requires Microsoft Sync Framework to be installed on the system. The installer will download and install the Framework components during the installation of MCCI MyLynq for Outlook.

Figure 7. Installer Screen 7

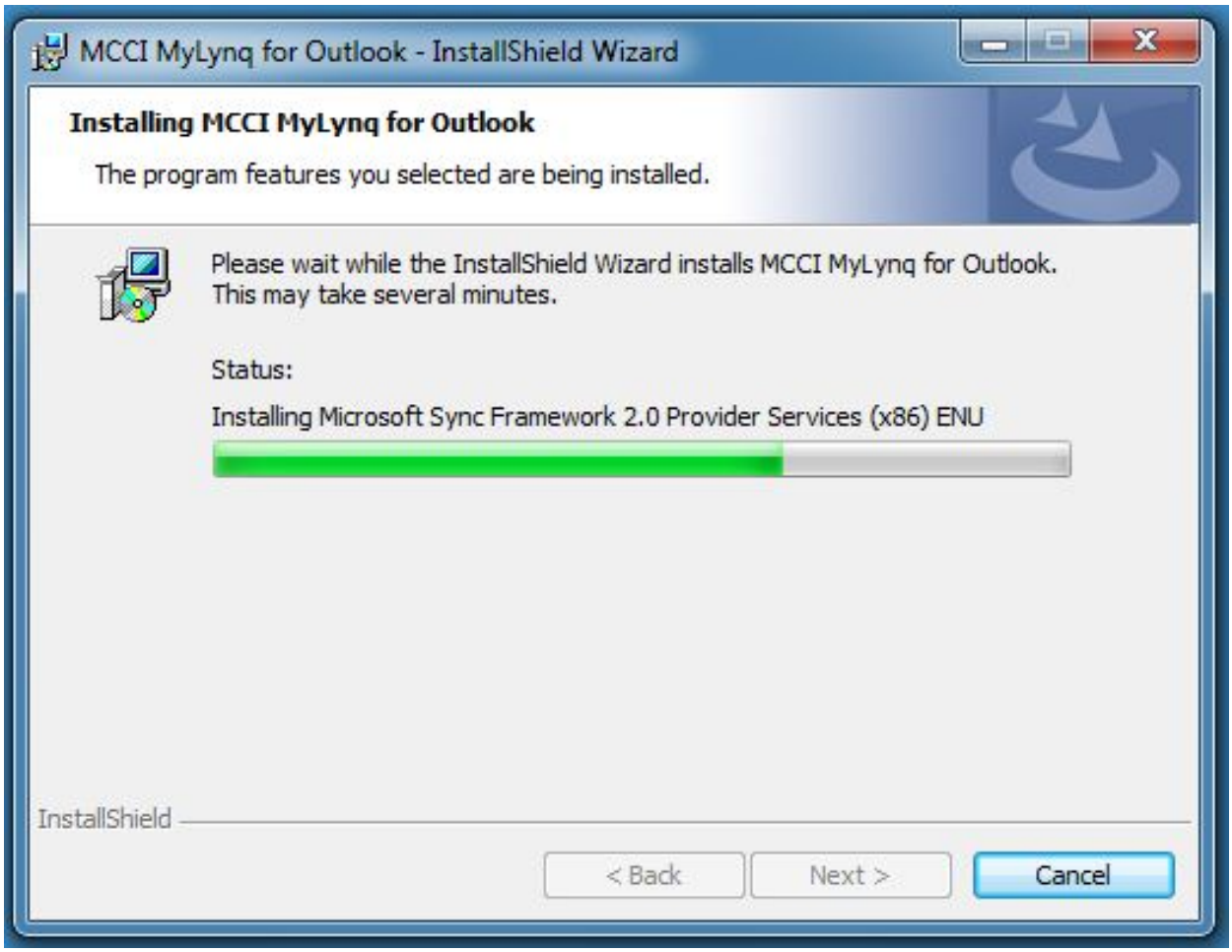
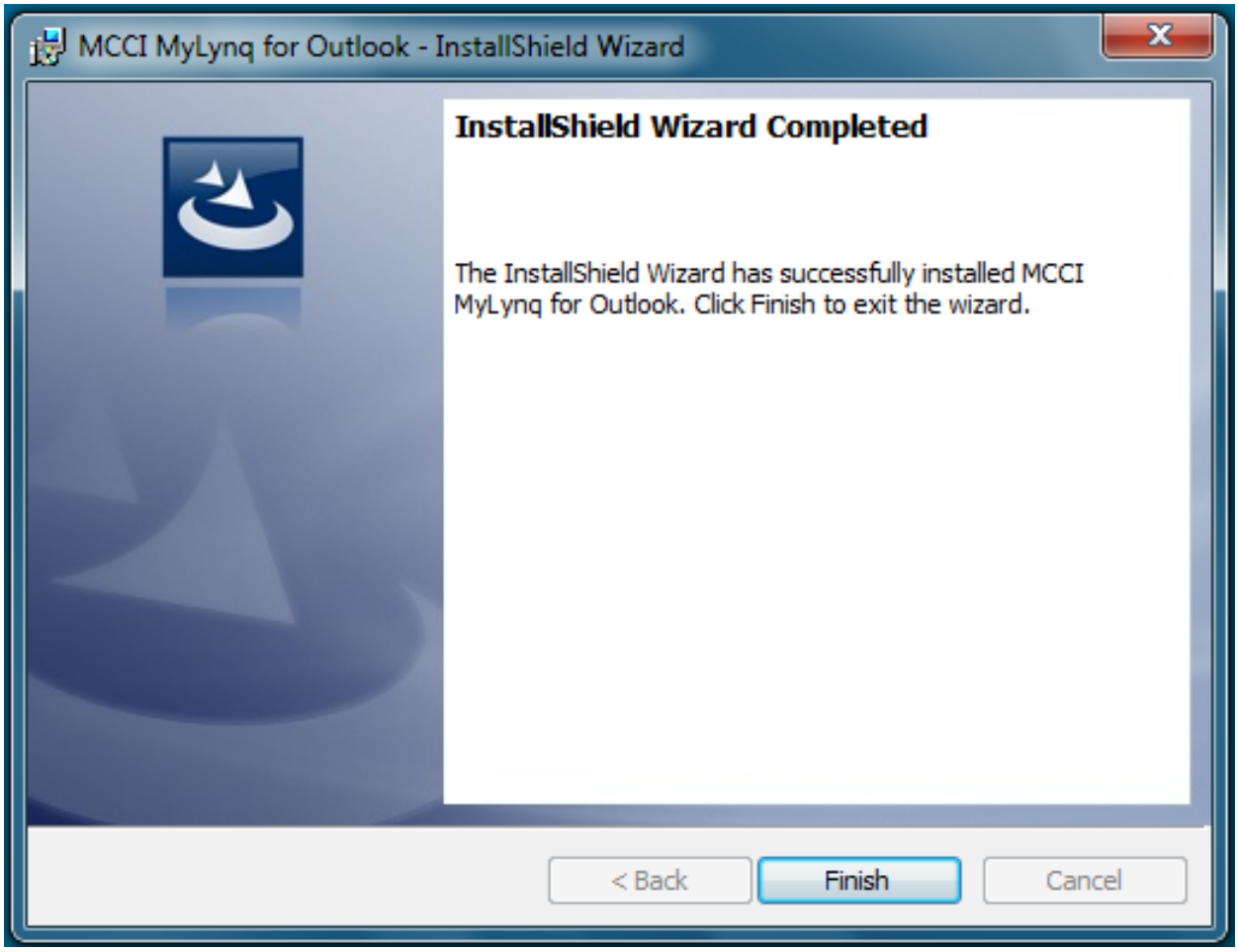

MCCI MyLynq for Outlook - InstallShield Wizard
Installing MCCI MyLynq for Outlook
The program features you selected are being installed.
Please wait while the InstallShield Wizard installs MCCI MyLynq for Outlook.
This may take several minutes.
Status:
Installing Microsoft Sync Framework 2.0 Provider Services (x86) ENU
InstallShield
< Back
Next >
Cancel

Figure 8. Installer Screen 8


MCCI MyLynq for Outlook - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed MCCI MyLynq for Outlook. Click Finish to exit the wizard.
< Back
Finish
Cancel

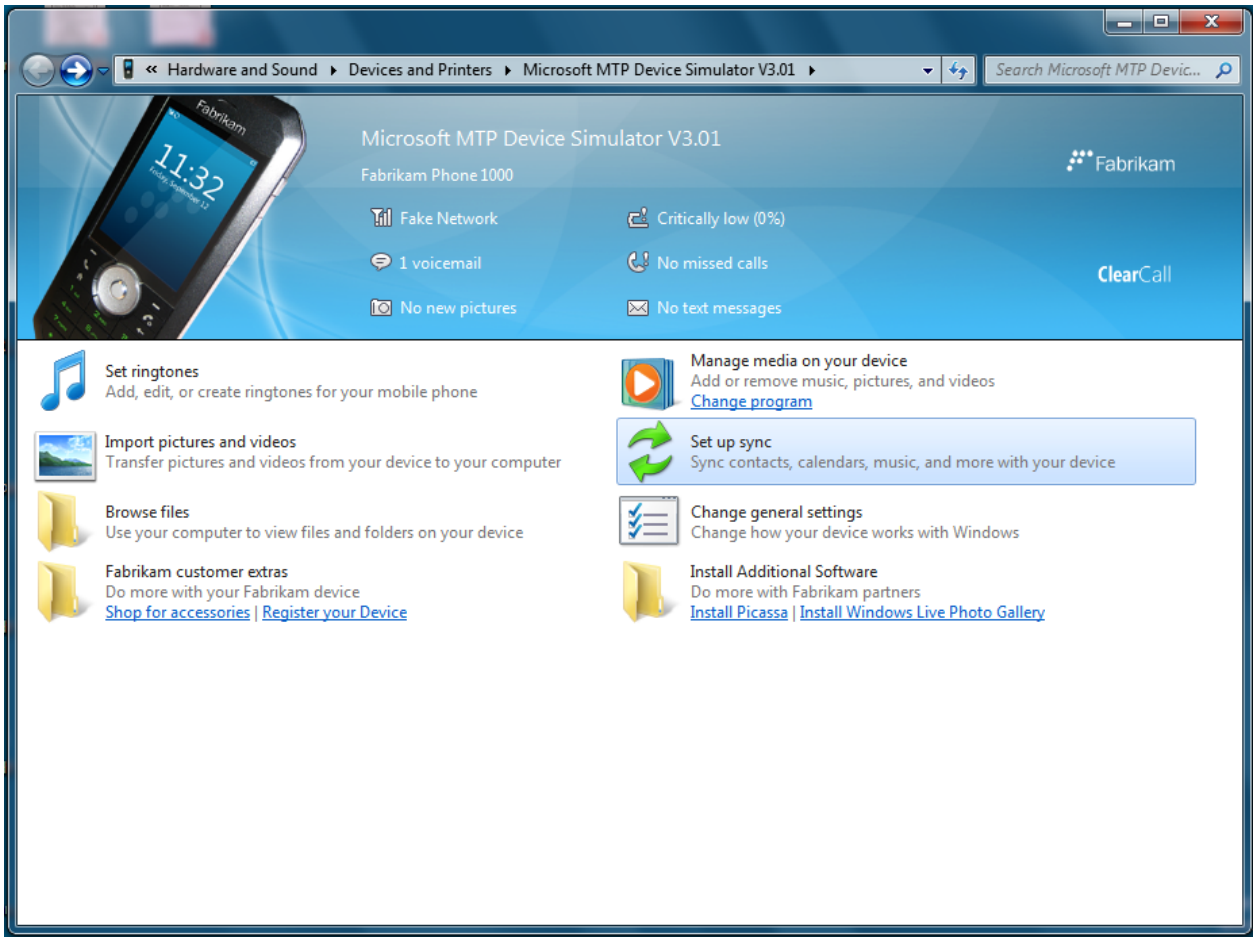
Device Stage Experience and MCCI MyLynq for Outlook

Device Stage is a new feature in Windows 7. It collocates icons for every service that is supported by a particular device onto a single window.

1.4 Device Stage

The "Device Stage" is like the home page for a device. When a compatible device is connected, the Device Stage is automatically opened, with a picture of the device at the top of the window. You will see its status and a list of tasks your device can perform.

Figure 9. Device Stage

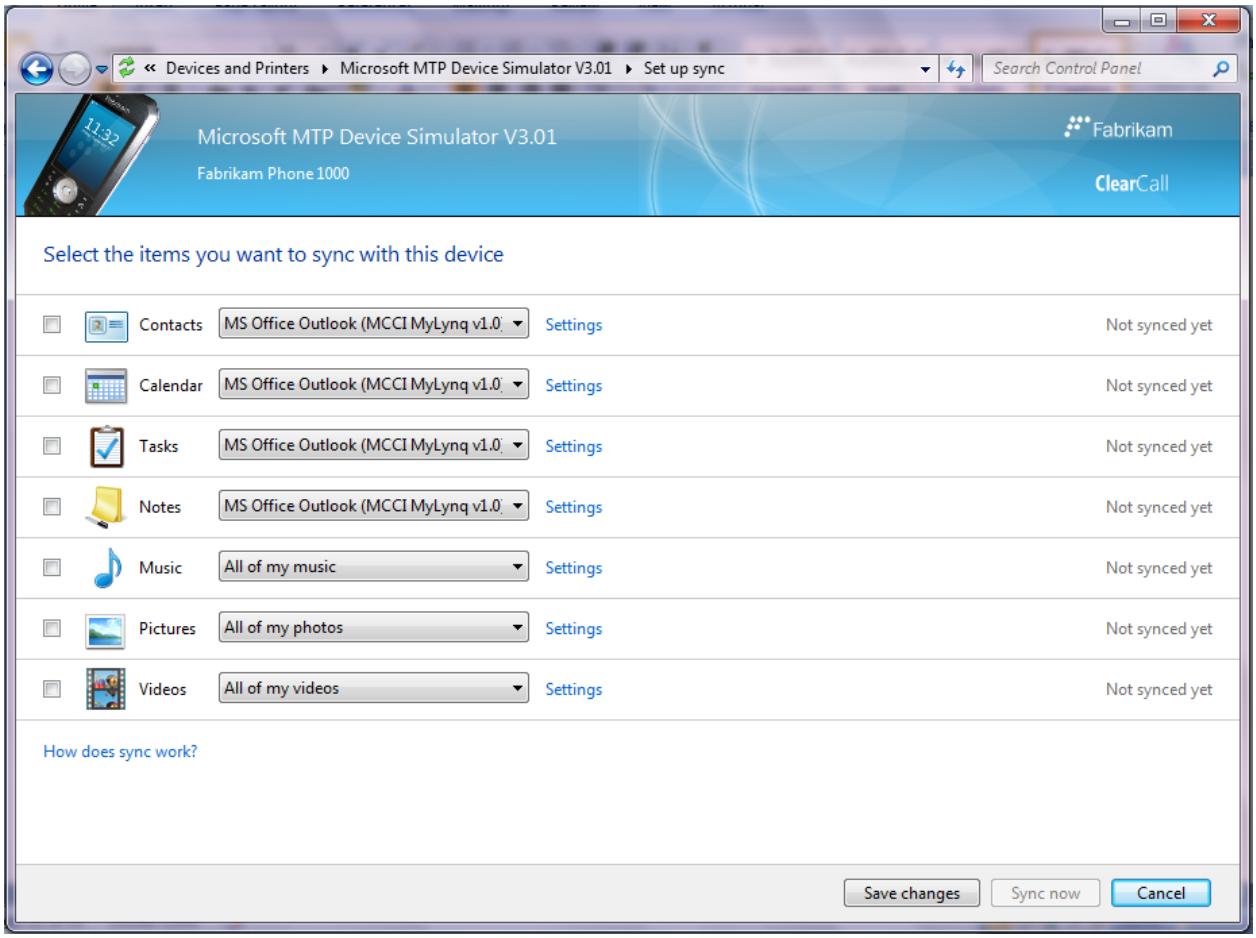

Hardware and Sound
Devices and Printers
Microsoft MTP Device Simulator V3.01
Search Microsoft MTP Devic...
Microsoft MTP Device Simulator V3.01
Fabrikam Phone 1000
Fabrikam
Fake Network
Critically low (0%)
1 voicemail
No missed calls
No new pictures
No text messages
ClearCall
Set ringtones
Add, edit, or create ringtones for your mobile phone
Manage media on your device
Add or remove music, pictures, and videos
Change program
Import pictures and videos
Transfer pictures and videos from your device to your computer
Set up sync
Sync contacts, calendars, music, and more with your device
Browse files
Use your computer to view files and folders on your device
Change general settings
Change how your device works with Windows
Fabrikam customer extras
Do more with your Fabrikam device
Shop for accessories | Register your Device
Install Additional Software
Do more with Fabrikam partners
Install Picassa | Install Windows Live Photo Gallery

When MCCI MyLynq for Outlook is installed on the system, Device Stage is where you go to sync contacts, calendars, tasks, and notes from MS Outlook to a compatible mobile device. What personal information you can sync depends on the type of device you have and what it supports. For example, you may only be able to sync contacts if your device only supports the Contacts device service for Windows 7.

Synchronization

To see which types of files and information you can sync with your device, connect the device to your computer. If your device is compatible with Device Stage, this feature will open automatically. (If you've already set up your device to sync, Device Stage will open, but it will appear minimized on your Windows taskbar.) Device Stage will list various tasks you can perform with your device, including sync setup.

Figure 10. Sync Setup Page in Device Stage



1.5 Setting up Synchronization

1. Turn on a compatible smartphone or other mobile device that has the ability to work with contacts, calendars, tasks, or notes. Connect it to your computer using a USB or other connection cable; or, if it's a wireless device, connect wirelessly.

2. If Device Stage doesn't open, your device either doesn't support this feature of Windows or it isn't properly connected to your computer.

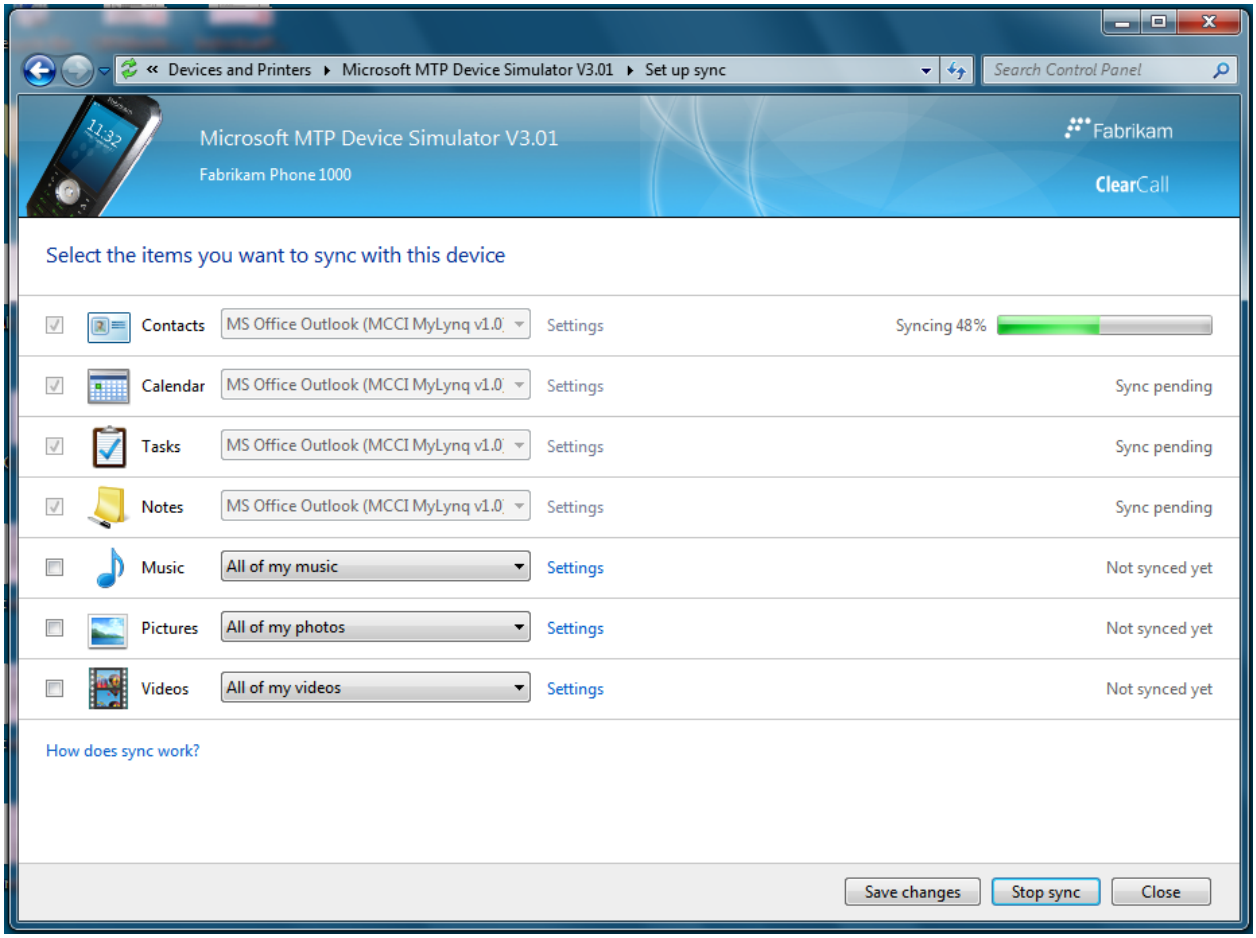
3. In Device Stage, double-click **Set up sync**.

4. Select the check box for each type of file or information you want to sync (contacts, calendars, notes, or tasks).

5. For each type of content you selected, click the drop-down list and select **MS Office Outlook (MCCI MyLynq v1.0)** to use as the source for your contacts, calendars, notes, or tasks. If you don't see the program, click **Get more sync plug-ins**. This will take you to a page where you can download sync plugs-ins.

1.6 Manual Synchronization

Figure 11. Manual Sync

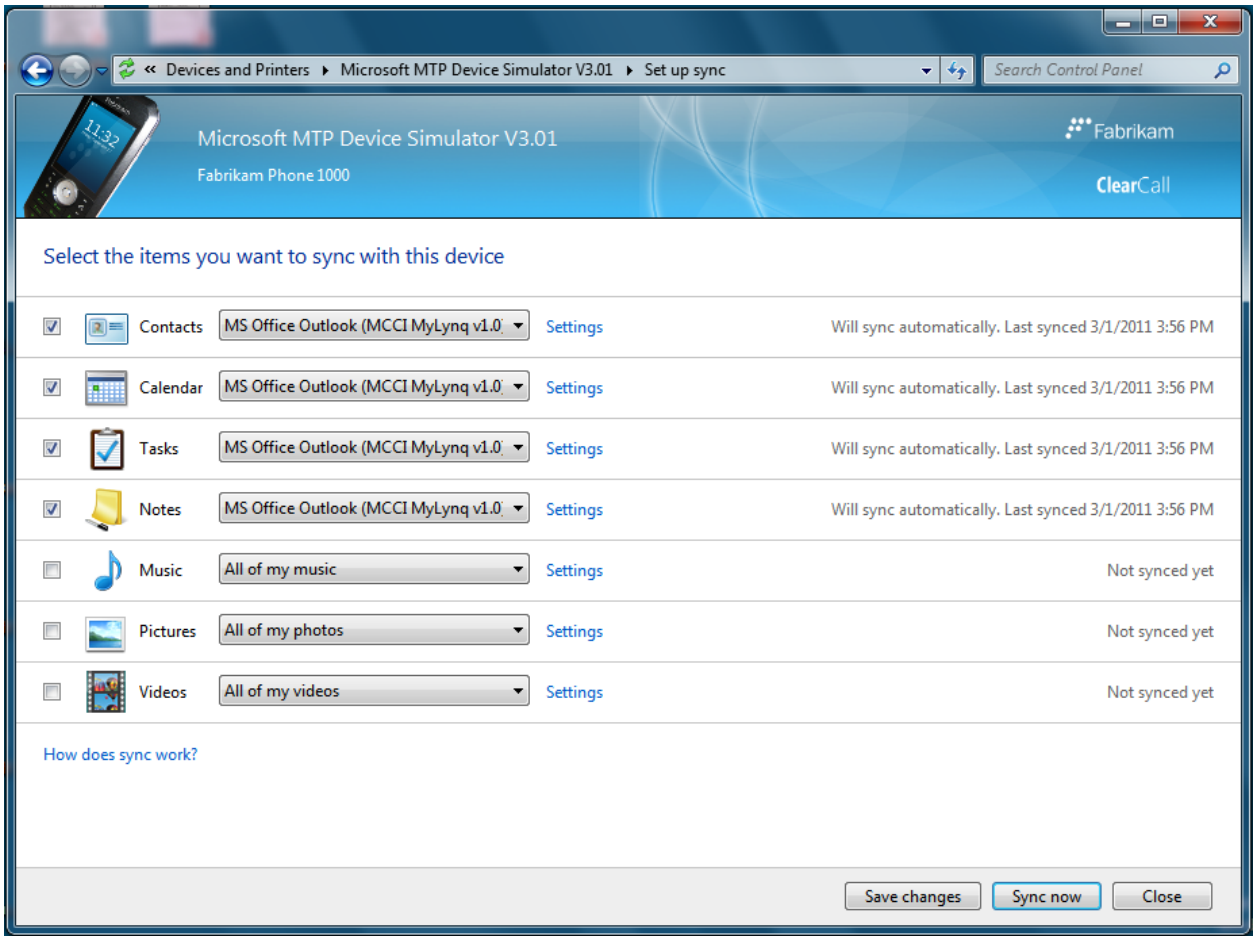


To sync all your contacts, calendars, notes, or tasks to your device, click **Sync now**. They will all sync immediately, and again automatically in the future, when your device is connected to your computer. To save these changes and sync automatically in the future (but not now), click **Save changes**.

1.7 Automatic Synchronization

After you've set up your device to sync using MCCI MyLynq for Outlook, Windows automatically syncs PIM data with the device any time you connect it to your computer. If you leave the device connected for a long time, Windows checks for new contacts, calendars, tasks, and notes to sync approximately every 30 minutes.

Figure 12. Automatic Sync



1.8 Sync Settings

If you want, you can determine how Windows syncs your contacts, calendars, notes, or tasks. Click **Settings** and then follow the instructions. When you're done changing these settings, click **OK** to return to the sync settings page and then click **Save changes** or **Sync now**.

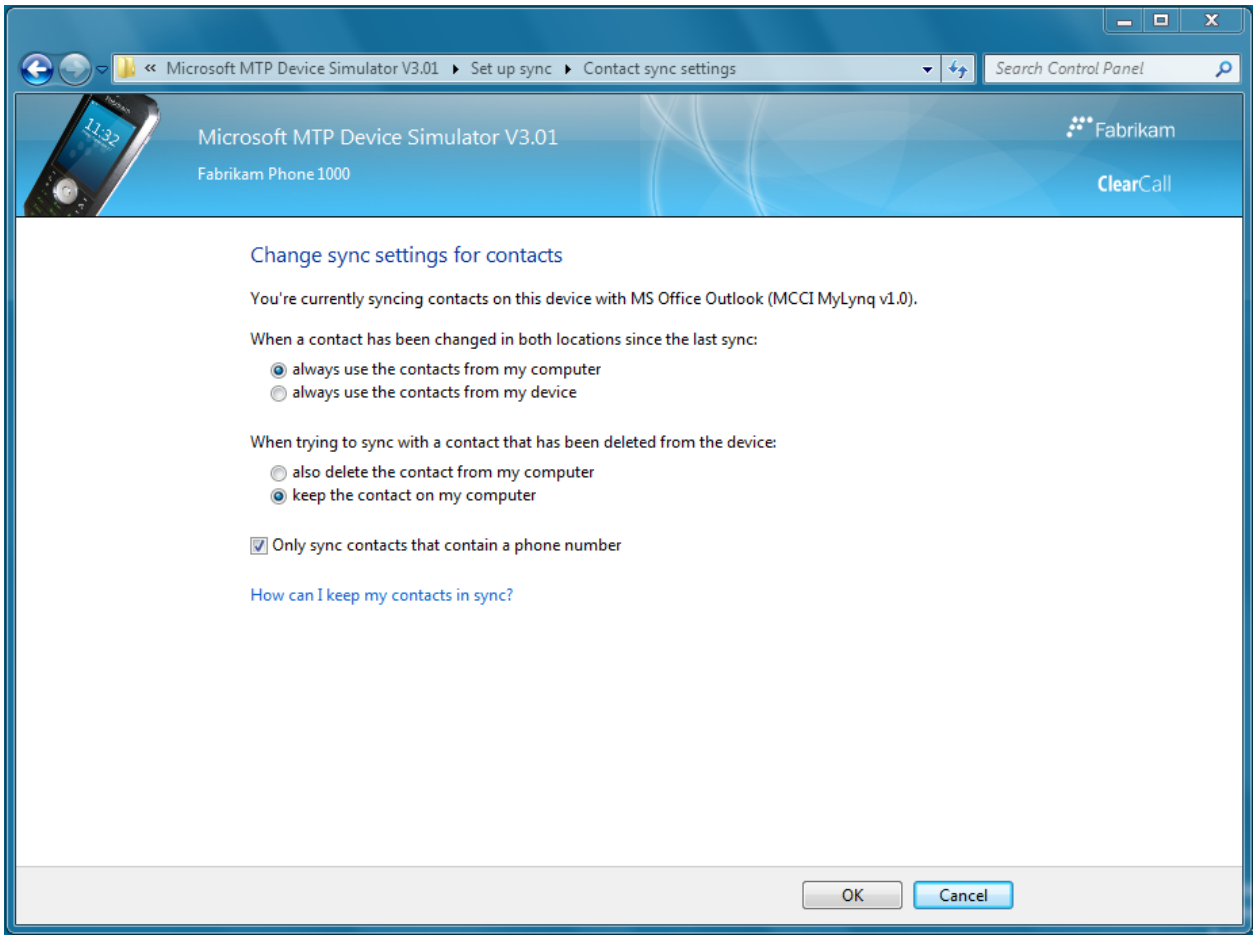
The **Settings** screens for Contacts, Calendar, Tasks, and Notes are similar to the **Contacts** sync settings screen shown below. These settings allow you to choose whether you prefer the data on your device or the data on your computer.

If you trust the information on your device more than the information on your computer, then you can set it to use the information on your device.

You can also decide whether to delete or retain the information on your computer when the corresponding information has been deleted from your device.

You can choose to sync only the contacts that contain a phone number, only calendar events that fall within a certain date range or only tasks that are not yet completed. This filtering is only applied when data is synced from the Outlook to the device, not from the device to Outlook.

Figure 13. Settings for Contacts


« Microsoft MTP Device Simulator V3.01 ▸ Set up sync ▸ Contact sync settings
Search Control Panel
Microsoft MTP Device Simulator V3.01
Fabrikam Phone 1000
Fabrikam
ClearCall
Change sync settings for contacts
You're currently syncing contacts on this device with MS Office Outlook (MCCI MyLynq v1.0).
When a contact has been changed in both locations since the last sync:
always use the contacts from my computer
always use the contacts from my device
When trying to sync with a contact that has been deleted from the device:
also delete the contact from my computer
keep the contact on my computer
Only sync contacts that contain a phone number
How can I keep my contacts in sync?
OK
Cancel